

Notice of Eligibility-Business

INSERT TODAY'S DATE

INSERT NAME OF BUSINESS

INSERT ADDRESS OF BUSINESS

Relocation Assistance Program

Notice of Relocation Eligibility, Entitlements & 90-Day Assurance

Project Title: INSERT PROJECT TITLE

Parcel No.: INSERT PARCEL NUMBER

Displacee No.: INSERT DISPLACEE NUMBER

Dear INSERT DISPLACEE NAME:

On INSERT OFFER DATE the Washington State Department of Transportation (WSDOT) offered to purchase the property you occupy located at INSERT ADDRESS. It will be necessary for you to move from the property.

You are eligible to receive relocation assistance in accordance with Public Law 91-646 and the implementing regulations found in 49 Code of Federal Regulations (CFR) Part 24 and Revised Code of Washington (RCW) 8.26 and the implementing regulations of Washington Administrative Code (WAC) 468-100. The purpose of this letter is to advise you of the relocation services and entitlements that may be available to you in accordance with the federal and state laws and regulations cited above.

Moving Entitlement

You may select a commercial move, a negotiated cost self-move based on the successful move bid or an specialist estimate, an actual cost self-move, or a combination of the options for moving your personal property.

Select the appropriate options:

In the event you choose a commercial move, the move will be awarded to INSERT NAME OF MOVING COMPANY in the amount of \$INSERT BID AMOUNT to move your business operation. The move order itself may be scheduled by you or by WSDOT if you wish. You may select a mover of your choice but you will only be reimbursed up to the amount of the acceptable bid. We obtained a total of INSERT NUMBER OF BIDS bids to relocate your business operation. The moving company selected to perform your move is considered to have submitted the lowest acceptable bid. The contact person for this company is INSERT NAME OF CONTACT and can be reached at INSERT PHONE NUMBER. This

moving bid includes the cost for disconnect, disassemble, pack, move, unpack, reassemble and reconnect, as well as any applicable packing materials needed.

In the event you choose a negotiated cost self-move to move yourself using your own forces and resources, the department will reimburse your actual and reasonable moving expenses not to exceed \$INSERT BID AMOUNT to move your business operation. The payment will include all costs covered in the move bids obtained from the commercial mover. You will be required to document your self-move costs and expenses.

In the event you choose an actual cost self move you will be reimbursed for labor and equipment used to move your personal property. You must submit acceptable supporting documentation of actual cost incurred during your move such as receipts or invoices.

If you wish to select a combination of the move options, I will work with you to determine the level of reimbursement for each portion of your move.

OR

Due to the non-complex nature of your move, your entitlement has been calculated using a specialist move estimate based on the Washington State Utilities and Transportation Commission Tariff Guidelines and/or the move cost schedule provided in the Personal Property Only section of Chapter 12 of the Right of Way Manual. If you choose to move yourself using your own forces and resources, the department will reimburse your actual and reasonable moving expenses not to exceed \$INSERT SPECIALIST ESTIMATE AMOUNT OR THE PPO MOVE SCHEDULE AMOUNT to move your business operation. This payment will include all costs to disconnect, disassemble, pack, move, unpack, reassemble and reconnect your personal property as well as an applicable packing materials needs. You will be required to document your self-move costs and expenses. If you disagree with the manner in which your entitlement has been calculated, the department will obtain bids from professional movers and adjust your move entitlement accordingly.

In the event you choose a commercial move, the department will obtain bids from professional movers and pay based on actual costs.

In the event you choose an actual cost self move you will be reimbursed for labor and equipment used to move your personal property. You must submit acceptable supporting documentation of actual costs incurred during your move such as receipts or invoices.

If you wish to select a combination of the move options, I will work with you to determine the level of reimbursement for each portion of your move.

Additional Related Moving Expenses

If applicable, you may also be eligible to receive reimbursement for additional related moving expenses including (Documentation of actual expenses is required):

- **Replacement Value Insurance** - Insurance obtained during your move should cover the replacement value of your personal property. If you elect to

go with a commercial move, this insurance will be provided by the moving company. If you move yourself and you wish to be reimbursed for replacement value insurance expenses, you will need to submit documentation that you actually purchased the insurance.

- **Utility Connection** – Connection to available nearby utilities from the right-of-way to improvements at the replacement site.
- **Professional Services** – Services performed prior to the purchase or lease of a replacement site to determine its suitability for the displaced business, including but not limited to, soil testing, feasibility and marketing studies.
- **Impact Fees or One Time Assessments** – Fees for anticipated heavy utility usage, as determined necessary by the Agency.
- **Site Search Expenses** - A payment not to exceed \$2,500 for time spent searching for a replacement site and related activities. A search log is enclosed for your convenience.
- **Replacing Stationary and Business Cards** - The cost to replace existing stocks of stationary, business cards, or other printed materials made obsolete as a result of the move.
- **Licenses, Permits & Certificates** - Licenses, permits, or certificates required at the replacement location and not reimbursed as a reestablishment expense. This payment may be based on the remaining useful life of the existing license.
- **Call Forwarding Service** - If necessary, the cost of forwarding your phones may be reimbursable for a period of time.
- **Planning and Supervisory Expenses** - Costs incurred to plan and supervise the actual move of personal property. These costs must be pre-approved by WSDOT prior to commencement of move.
- **Storage Costs** - If necessary, storage for up to 12 months may be paid. This expense must be pre-approved by WSDOT.

Reestablishment Expenses

You may be eligible to receive reimbursement for expenses not to exceed \$50,000 for eligible expenses actually incurred in relocating and reestablishing your operation. A list of eligible expenses can be found in the Relocation Assistance Program Brochure previously given to you. Reestablishment expenses cannot be used to reimburse a displaced business for new construction or the purchase of capital assets. Prior to incurring reestablishment expenses you should work closely with your relocation

specialist to make sure potential claims are considered reasonable and necessary by the department.

Advisory Assistance

I will be available to answer any questions about your relocation entitlements. You will be provided with assistance in completing claim forms. If needed, we will provide you with information on the availability, purchase prices, and/or rental costs for replacement sites. You should be aware that, ultimately, it is the business owner's responsibility to locate a replacement site.

Claiming Your Entitlement

You must inform me of the date you intend to move and sign a Moving Expense Agreement. Once you have vacated the property completely you will need to schedule a vacate inspection with me. Once I have verified that all personal property has been moved, I will prepare a claim, secure appropriate signatures and submit the claim for processing and payment.

Prior to processing claims for relocation entitlements, you will need to complete Internal Revenue Service (IRS) Form W-9 Request for Taxpayer Identification Number and Certification. WSDOT is required by the IRS to obtain this completed form from anyone to whom a payment is made. This is necessary even though relocation payments are considered non-taxable. If you have already completed this form, please inform me.

All claims for relocation payments shall be filed with WSDOT within 18 months from the date you move from the acquired property or the date you receive final payment for your property, whichever is later. Documentation is required on all claims submitted.

90-Day Assurance

You are not required to relocate immediately. You will not be required to vacate the property before INSERT ASSURANCE DATE, which is at least 90 days from the date you receive this letter.

Occupancy of Property

(Choose appropriate paragraph)

Occupancy of the property beyond the date that WSDOT takes possession of the property will require you to sign a lease. If you enter into a lease with our agency to rent the displacement property, nonpayment of rent may result in a loss of all or part of your relocation entitlements.

(Or)

Occupancy of the property beyond the date that WSDOT takes possession of the property will require you to sign a lease and pay economic rent in the amount of \$INSERT ECONOMIC RENT on a monthly basis. Attached is a template of a lease that you will be required to sign. If you enter into a lease with our agency to rent the displacement property, nonpayment of rent may result in a loss of all or part of your relocation entitlements.

Right to Appeal

Name
Date
Page 5

You have the right to appeal any determination WSDOT should make as to your eligibility for, or the amount of, any payment. If you disagree with any determination regarding your relocation entitlements you may appeal our determination within 60 days by simply explaining your grievance and requesting an appeal in a letter to:

Washington State Department of Transportation
Assistant Director Relocation Assistance Program
Real Estate Services
PO Box 47338
Olympia, WA 98504-7338

As previously stated, the purpose of this letter is to provide specific information as to how your entitlements are calculated and how you may claim them. Please sign the receipt below so our records show you received this letter. Feel free to contact me for any clarification and any questions you may have.

Sincerely,

INSERT NAME OF SPECIALIST
Relocation Specialist
Real Estate Services
INSERT SPECIALIST ADDRESS
INSERT SPECIALIST'S PHONE NUMBER AND FAX NUMBER
INSERT SPECIALIST'S E-MAIL ADDRESS

Acknowledgment of Receipt of Letter

Signature: _____

Date: _____